



# VILLAGE OF BRIARCLIFF MANOR

1111 Pleasantville Road  
Briarcliff Manor, NY 10510

## EMPLOYMENT APPLICATION

VILLAGE USE ONLY		
Candidate Name		
	Name / Dept.	Date
Received by:		

*This application is for internal use only by the Village of Briarcliff Manor and should not be filed with the Westchester County Human Resources Department.*

# VILLAGE OF BRIARCLIFF MANOR

## Employment Application

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. We appreciate your interest in employment with the Village of Briarcliff Manor.

The Village of Briarcliff Manor is an **Equal Opportunity Employer**. We consider all applications for all positions without regard to race, color, religion, gender, national origin, age, physical or mental disability, marital status, veteran status, sexual orientation, arrest/criminal record, genetic predisposition or carrier status, or any other legally protected status or class. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Village Supervisor's Office.

BIOGRAPHICAL DATA	Name (First, Middle, Last)		Phone Number	
	Address		E-Mail Address	
	City		State	Zip
	Position Applied For		Salary Desired	
	Are You Available For <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		Date Available For Work	
	How were you referred to the Village of Briarcliff Manor? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Civil Service Job Posting <input type="checkbox"/> Walk-in			
	<input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Other _____			
	Are you currently employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, may we contact your employer to obtain employment information?			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever filed an application or interviewed for employment with the Village of Briarcliff Manor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, give month and year ____/____/____			
	Have you ever been employed with the Village of Briarcliff Manor before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give dates    From ____/____/____    To ____/____/____				
Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are under 18 years of age, can you provide required proof of your eligibility to work?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
If you have been provided with a job description for the position for which you are applying, are you able to perform the essential functions of the position with or without reasonable accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

EDUCATIONAL BACKGROUND	Type of School Attended	Name and Location of School	Number of Years Completed <small>(do not give dates)</small>	Course of Study	Diploma or Degree Obtained
	High School or Preparatory School				
	College				
	Other				

<b>SKILLS</b>	Typing Speed: _____ WPM	Data Entry: _____ # Numeric Keystrokes/Hour	_____ # Alpha Keystrokes/Hour
	Computer Skills:		
	List certificates, licenses ( <i>including driver license or CDL endorsement</i> ) or professional achievements that would support your qualifications for employment:      If you are applying for a position which requires a Commercial Driver License, provide Driver License Number here: _____	List any additional skills, technical or professional knowledge that you feel would support your application:      	

List your previous four (4) employers whether or not they seem relevant to the position for which you are applying.

Present or Last Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year) From	To	Hours per Week:	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year) From	To	Hours per Week:	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year) From	To	Hours per Week:	
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments _____			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year) From To			Hours per Week:
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

U.S. MILITARY HISTORY			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
U.S. Military Branch	Entry Date	Discharge Date	Training or Specialty

References (Other than relatives or former supervisors; list three)				
Name/Occupation			Phone Number	
Address	City	State	Zip	Years Known
Name/Occupation			Phone Number	
Address	City	State	Zip	Years Known
Name/Occupation			Phone Number	
Address	City	State	Zip	Years Known

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired. I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record, background and references and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations and/or collective bargaining agreements. For positions subject to the federal Department of Transportation regulations regarding controlled substances and alcohol use testing (Part 382), I understand that as a condition for employment with the Village of Briarcliff Manor, a pre-employment controlled substance test will be required and must be passed.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_